TSU TEXAS SOUTHERN UNIVERSITY
Office of Institutional Assessment,
Planning & Effectiveness

How to Receive Xitracs Calendar Alerts

STEP 1 – LOG INTO THE XITRACS MODULE

Launch an Internet browser (i.e. **Internet Explorer, Chrome, Firefox**, etc.)

Enter the address of the Xitracs log in screen into the address bar

The address is **xitracs.tsu.edu**

← → C ✳ xitracs.tsu.edu

To proceed to the logon page, click "Click here" – see below.

✳ Xitracs™

Welcome to the **Xitracs**™ Accreditation Management System

Usage of this system is governed by the terms and conditions of the software license and applicable hosting service agreements View
By proceeding, you agree to be bound by these terms and conditions.

Click here to proceed to the logon page

NOTE:
The Single Sign-On (SSO) option is available. Click (Logon) as shown below on the Xitracs login page.

Please logon below

User id: |

Password:

Logon

Logon using SAML Authentication

The screen below will appear. Enter your TSU email address (FirstName.LastName@tsu.edu) and the password you use to log onto your computer.

Enter your username and password

Enter your username and password

A service has requested you to authenticate yourself. Please enter your username and password in the form below.

Username: Your TSU Email Address Or Student Email Address Or TMSLAW Email Address
Password: Your Email Password

Username |

Password

Login

STEP 2 – SET CALENDAR ALERT PREFERENCES

On the upper right of the Xitracs screen, Select **User Details**.

Xitracs calendar due dates may be managed by selecting **Change settings** as shown below.

My User Details

My Details		Change details Change password
User ID:	TSUDATA	
First Name:	Tsu	
Last Name:	Data	
Email:	TSUDATA@TSU.EDU	

My Calendar		Change settings
Default View:	Not specified	
Alerts Enabled:	Yes	
Alert Frequency:	Daily	
*Add the email address **assessment@tsu.edu** to your local address book or contact list to ensure your mail server accepts the alert messages.*		

Manage calendar alerts with the following settings.

Select your **Default View**. Check **Alerts Enabled** to switch on or uncheck to switch off.

Select your preferred **Alerts Frequency**. Click the **Submit** button.

My Calendar Settings

When alerts are enabled, you will receive messages via email to alert you to certain due dates and events on your calendar.

Field	Detail
Default View	● Month ○ Week
Alerts Enabled	☑
Alerts Frequency	● Daily ○ Weekly

✔Submit ✘Cancel